



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Office of Sustainable Housing and Communities
WASHINGTON, DC 20410-0050

Program Policy Guidance OSHC-2011-07	
Date:	June 28, 2011
Subject:	Semiannual Progress Reporting Requirements for OSHC Grantees
Status:	Current
Applicability:	All OSHC Grantees
Related Guidance:	
Comments:	

Dear Sustainable Communities Initiative Grantee:

The Office of Sustainable Housing and Communities (OSHC) is implementing progress reporting standards for the Sustainable Communities Initiative (SCI) Grant Programs. Grantees are required to submit the following to their Government Technical Representative (GTR):

1. Standard Form PPR (Semiannual)

- The *Performance Progress Report (PPR)* is a standard, government-wide performance progress reporting format used by Federal agencies to collect performance information from recipients of Federal funds awarded under all Federal programs that exceed \$100,000 or more.
- For interim PPRs, the following reporting period end dates shall be used: 6/30 and 12/31. **Interim PPRs are due not later than 30 days after the end of each reporting period.** Final PPRs are due not later than 90 days after the end of the reporting period end date. *Note: For final PPRs, the reporting period end date shall be the end date of the project/grant period.*
- **Grantees must include the following:**
 - a. **SF-PPR (cover sheet) – (required)**
 - i. Include relevant grantee identification and reporting period information as instructed
 - ii. Performance Narrative: Summary of work performed
 - 1. briefly describe activities or work performed during the quarter
 - 2. Describe problems or anticipated issues that will affect project scope, schedule, budget
 - 3. describe what actions are being taken or have been taken to address the above issues
 - 4. Estimate percent of work completed

b. SF-PPR-A Performance Measures (optional)

Optional form for grantees who would like to track additional performance measures not covered in the HUD Logic Model.

c. SF-PPR-B Program Indicators (required)

Activity Number:	Number high-level activities beginning at the number 1
Activity Description:	State activity name as described in grantee's approved workplan. Report only on High-level activities, not lower level tasks.
Indicator or Status:	State if the project is completed, not completed or ongoing, and if there are any deviations from the agreed upon schedule or scope
Explanation:	Provide detail on the status of the activity or justification for deviations. Note important scheduled milestones if any occurred. Include key tasks that closed any issues previously reported

d. SF-PPR-D Table of Activity Results (required for final report)

e. SF-PPR-E Activity Based Expenditures (required)

Activity Number:	Use same activity numbering as in SF-PPR-B
Activity Description:	Use same activity description as in SF-PPR-B
Total Estimated Expenditures:	Total budget estimated for this Activity in approved workplan and budget
Funding Expended:	Funding Expended for this activity by the end of the reporting period

f. SF-PPR-F Program/Project Management (required)

2. Standard Form 425 – Federal Financial Report (FFR) (Semiannual)

- Federally mandated itemized financial report form; used to record all expended funding for the SCI. **The submission of interim FFRs will be on a semi-annual basis.** A final FFR shall be submitted at the completion of the award agreement.
- The following reporting period end dates shall be used for interim reports: 6/30 and 12/31. Semiannual reports shall be submitted no later than 30 days after the end of each reporting period. Final reports shall be submitted no later than 90 days after the project or grant period end date. *Note: For final FFRs, the reporting period end date shall be the end date of the project or grant period.*

3. Part 3 of Form HUD 96006 (Semiannual)

OSHC Financial Reporting form; used to record the amount of grant funds requested for reimbursement payment for the reporting period. **Part 3 of Form HUD 96006 is to be submitted at the same time the Program Performance Report (PPR) is submitted.**

4. **Form HUD 60002 – Section 3 Summary Report (Annual)**

This form is to be used to report annual accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968. **The Section 3 report is to be submitted at the same time the Program Performance Report (PPR) is submitted *on an annual basis*.**

5. **HUD Logic Model – HUD-96010 (Annual)**

Each grantee is required to submit to their HUD Logic Model for their Sustainable Communities Regional Planning or Community Challenge Planning grant. The initial Logic Model is due 60 days after the effective date of the award. Updates to your Logic Model are required to be submitted with each of your performance progress reports on a semiannual basis. The initial version of the model will be transmitted to the grantee as a blank document so that the grantee can select the measures that it wants tracked as part of the overall program evaluation for these grant initiatives. Once selected, these become the official measures for the specific grant and cannot be altered without GTR approval. The form is then returned to the Program Office and will be locked so that the selected measures can be tracked over the next reporting periods. Detailed instructions on filling in the Logic Model will be provided with the models themselves.